

TeamUnify: Declare/commit/sign up for upcoming meets

To commit an athlete or athletes for an event:

1. Go to the Events tab and find the desired meet
2. Meet details are found by clicking on the name of the meet.
3. Then click on meet letter found under **Forms/Documents**.
4. To return to meet sign up screen click on back arrow.
5. Click **Attend/Decline** or **Edit Commitment** below the desired meet
6. Scroll down to see all the members on the account. Click **Athletes Name**
7. Select the **Declaration (yes or no)** for that specific athlete. Add any notes for the coach.
8. Once **Yes, please sign member up for this event** is entered, scroll down the screen to select desired events for member.
9. Click **Save Changes** found at the bottom of the page.
10. Repeat steps for other members. Remember to **Save Changes**.
11. Coach will may make changes and then approve events. Coach approved events will have a red check mark in the meet events area.

Instructions for OnDeck: Declare/commit/sign up for upcoming meets

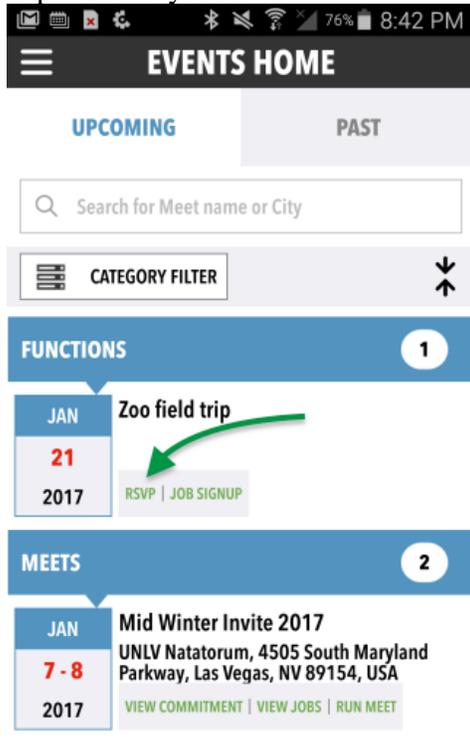
OnDeck allows you to sign up your athletes for upcoming meets and events (currently available on Android and coming soon for iOS). There are three kinds of events and the process is almost identical for each—select an athlete, select Yes or No if they will attend, enter any notes, and possibly select days/sessions or events.

To access any of these, tap **Menu > Events > Events & Meet Entries**. Once you tap RSVP or EDIT COMMITMENT for a meet, you can tell what kind of meet it is at the top:

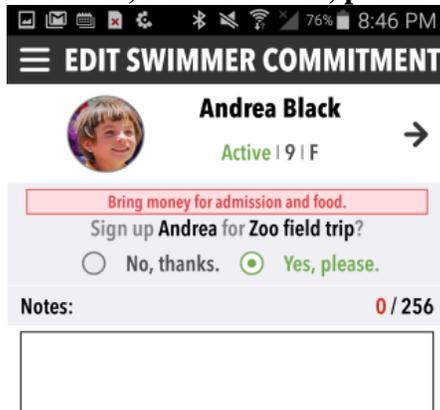


Yes/No Events

1. Tap **RSVP** by event.



2. Tap an athlete's name.
3. Select **No, thanks** or **Yes, please** if they will attend.

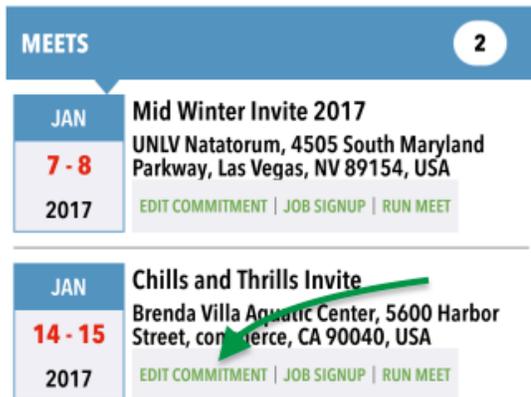


4. Optionally enter any *Notes*.
5. Tap **SAVE CHANGES** and then **OK**.

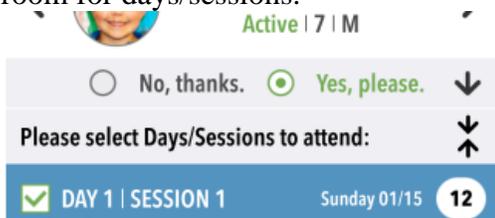
Commit by Session Meets

1. Tap **EDIT COMMITMENT** by meet (it will say **VIEW COMMITMENT** if the registration deadline has passed, in which case you can view but not edit your

commitments).



2. Tap an athlete's name.
3. Select **No, thanks** or **Yes, please** if they will attend.
4. Optionally enter any *Notes*.
5. You may tap the **up arrow** by the *Yes/No* radio buttons to hide notes and make more room for days/sessions.

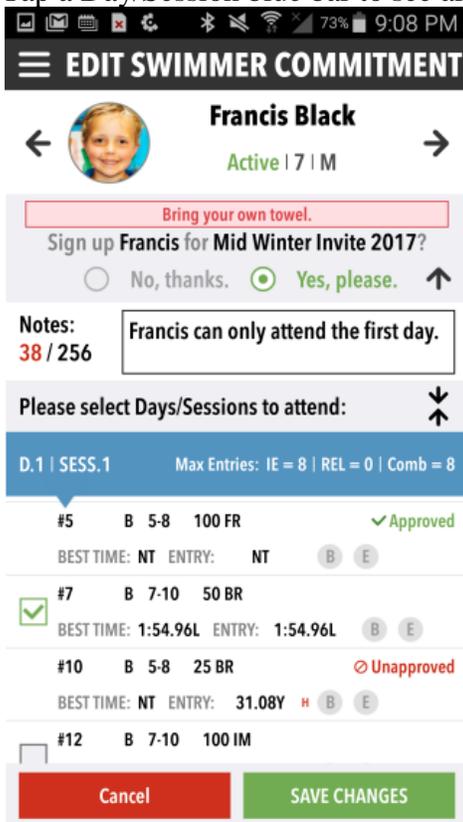


6. Select Days/Sessions to attend.
 - Tap a Day/Session blue bar to see all events for that session.
7. Tap **SAVE CHANGES** and then **OK**.

Commit by Event Meets

1. Tap **EDIT COMMITMENT** by meet.
2. Tap an athlete's name.
3. Select **No, thanks** or **Yes, please** if they will attend.
4. Optionally enter any *Notes*.
5. You may tap the **up arrow** by the *Yes/No* radio buttons to hide notes and make more room for days/sessions.

6. Tap a Day/Session blue bar to see all events for that session.



7. Check the boxes by events you want them to attend. A coach will need to approve them.

8. Tap **SAVE CHANGES** and then **OK**.